



JOB POSTING

West Bloomfield Parks is seeking a **Program Supervisor** for site supervision of our Department's Adult Softball evening programs.

The position is part time, averaging 10 hours per week, weekday evenings; other occasional opportunities available for special events.

JOB SUMMARY:

- Must be 18 or older
- Some basic sports knowledge required
- Knowledge of USA Softball preferred

For a complete job description with primary duties and responsibilities, as well as minimum qualifications, go to www.wbparks.org and click on Employment Opportunities.

HOURS: Approximately 10 hours per week:
Adult Softball Wednesdays 6- 9 pm Thursdays 6-10:30 pm

HOURLY RATE: \$12-15

TO APPLY: To be considered for this position, **please submit a completed application and resume to:**

West Bloomfield Parks and Recreation Commission
4640 Walnut Lake Road
West Bloomfield, MI 48323
hr@wbparks.org

Blank applications are available at West Bloomfield Parks and Recreation or download a copy online at www.westbloomfieldparks.org.



Recreation Activities Center
4640 Walnut Lake Road
West Bloomfield, MI 48323



www.wbparks.org



info@wbparks.org



248.451.1900

West Bloomfield Parks and Recreation Commission

Program Supervisor

SUMMARY

Under the direction of the Recreation Coordinator, the Program Supervisor assists in the implementation and supervision of sports programs conducted by the West Bloomfield Parks and Recreation Commission. Exact work schedule and weekly hours are established by the Recreation Coordinator and may vary depending on need. Work on nights, weekends and holidays may be required. Work is performed with some degree of latitude for the exercise of independent judgment and action. Problems encountered range from routine to moderately complex in nature. Work may require moderate physical effort.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

- Ensures efficient running on-site of sporting events.
- Collaborates with maintenance staff on field preparation and set up when needed.
- Responsible for implementing and enforcing Commission rules and policies.
- Supervises and manages team managers, coaches, participants, spectators, officials, referees and umpires.
- Organize, inventory and inspect supplies and equipment.
- Act as first responder to incidents and accidents including completion of paperwork.
- Responds to customer concerns.
- Oversees correct site set up and break down; ensures site left clean and equipment properly stored.
- Ability to work effectively with a variety of constituents.
- Good organization skills and the ability to undertake a variety of time-sensitive tasks.
- Good customer service skills.
- This is a physical position that involves lifting weight up to 10 pounds.
- Must be able to adapt to a variety of working conditions.
- Attends training sessions.
- Other duties as assigned.
- Ability of officiate events when called upon.

Work hours will be nights. Must be eighteen years or older. Pay range starting at \$10.00-\$12.00 per hour, no benefits.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

All of the following functions, qualifications, duties and knowledge, skills and abilities are essential. An employee in this class, upon appointment, must have the equivalent of the following:

- Knowledge of the principles and methods used in organizing, supervising sporting activities and customer service.
- Knowledge of specific rules related to the sporting event supervising.
- Ability to establish and maintain effective working relationships with co-workers, program participants, volunteers and the general public.
- Good leadership skills.

DESIRABLE QUALIFICATIONS FOR EMPLOYMENT

Coursework or experience in parks and recreation or other related field from an accredited college or university. Past experience working with the public and working knowledge of programming is essential. Sports specific officiating experience is desired.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to use his/her hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to stand, walk, and sit. Specific vision abilities required by this job include close vision, color vision, distance vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.